



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: lukhanvo.sidiya@ecdoe.gov.za
Website: www.ecdoe.gov.za

TO:

- ALL DDG'S**
- CHIEF FINANCIAL OFFICER**
- ALL CHIEF DIRECTORS**
- ALL CLUSTER CHIEF DIRECTOR**
- ALL DIRECTORS**
- ALL DISTRICT DIRECTORS**
- ALL CMC HEADS**
- ALL CIRCUIT MANAGERS**
- ALL SCHOOL PRINCIPALS**
- ALL SCHOOLS**
- ALL SPECIAL SCHOOLS**
- ALL SCHOOL GOVERNING BODIES**
- ALL LABOUR UNIONS**

FROM: ACTING HEAD OF DEPARTMENT

SUBJECT: MONITORING ON THE IMPLEMENTATION OF THE PRESIDENTIAL
YOUTH EMPLOYMENT INITIATIVE PHASE 3

DATE: 31 MAY 2022

1. This circular serves as monitoring guidelines on the implementation of the Presidential Youth Employment Initiative (PYEI) Phase 3.
2. To ensure that the PYEI Phase 3 implementation is effective and efficient and is done per the set guideline in the grant framework there is a need for monitoring the implementation of the project on every level.
3. The guidelines will ensure that all processes relating to the implementation of PYEI Phase 3 are monitored for consistency, transparency and fairness across all schools within all districts throughout the Province.



4. When the Auditor General performs an audit on the performance of the PYEI Phase 3, they emphasise a detailed process of monitoring from the Provincial Team cascading down up to schools.
5. The Project Team is to conduct daily meetings with all district project team members where districts are requested to report on the progress of their PYEI Phase 3 implementation.
6. A reporting template is to be provided by the Province to all Districts on what needs to be reported, after all, reports from Districts the Provincial project team is required to provide guidance and address challenges which might have been reported by districts.
7. After all categories of Education Assistants and General School Assistants have been appointed the reporting meetings will be moved from daily meetings to weekly meetings and will be conducted every Wednesday.
8. Districts are also required to have their standing meetings where Circuit Managers are to report on the progress of schools.
9. Circuit managers are also required to conduct meetings with schools within to get progress on the implementation of the PYEI Phase 3 so that they will be able to report to the District Project Manager.
10. Where necessary the Provincial Project Team will do monitoring visits to schools/districts to verify reports submitted and to provide support where it is needed.
11. All records of meetings conducted from the school level to the Provincial level must be kept as a portfolio of evidence.
12. The guidelines will ensure that all processes relating to the implementation of PYEI Phase 3 are monitored for consistency, transparency and fairness across all schools within all districts throughout the Province.

Yours in quality education

M. QWASE
ACTING HEAD OF DEPARTMENT